



SHELTON STATE COMMUNITY COLLEGE
LIBRARY ANNUAL REPORT

1989--1990

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LIBRARY ANNUAL REPORT 1989-1990

This report summarizes the activities and progress of the Library and states its goals for 1990-1991.

GOALS 1989-1990

Collection development was accomplished by extensive weeding and re-ordering in the nursing circulating and nursing reference collections at the Junior College Library. Special attention was given to these collections in anticipation of the nursing accreditation review scheduled for Fall 1990. Other subject areas emphasized in 1989-1990 included political science and law at the Junior College. Less collection development was accomplished at the Technical Library because of financial and time constraints. Audiovisual collection development followed the two-year plan for both libraries.

The goal to convert all retrospective holdings to machine-readable form was not accomplished because the college administration failed to approve funding. However, the Director of Library Services did attend a workshop on RE-CON sponsored by SOLINET. Software for library automation was not selected because there has been no commitment from the college administration to fund automation.

A needs assessment of library and media services was conducted at the Technical Library in order to refine library services and determine the best hours for services on the Fifteenth Street Campus. Results of the survey are on file in the Director's office.

A Title IID grant proposal was written by the Director for automation of both campus libraries. In addition, the Director wrote a Title IID combination grant for the Alabama Two-Year College Library Association. As of this date, no word has been heard regarding either proposal.

Professional development plans were prepared by library faculty and staff alike, with the faculty plans being part of the college's overall professional development program. The preparation of staff professional development plans was less successful and will not be repeated unless there is a college-wide program for all support staff.

Employee evaluation, according to new college-wide guidelines, was conducted in the spring and summer of 1990. Results are filed with the Dean of Academic Services on the Skyland Campus. Procedures are filed in the Director's office.

The Library Guide for ENG 101 and 102 was revised and reprinted in a 1990 edition for Fall Quarter 1990. Bookplates were used as illustrations and additions to the guide include information on AMELIA (the UA online catalog), information on research strategy, and updated holdings in all bibliographies. The price was increased to \$3.50 per book.

LIBRARY HOLDINGS

The charts given below summarize library acquisitions and total holdings for 1989-1990. Comparative information is provided for 1979-1980, 1984-1985, and 1988-1989. The following figures also reflect substantial weeding and inventory conducted over the past two years in an effort to reconcile the shelflist with actual holdings.

HOLDINGS AS OF SEPTEMBER 30, 1990			
CATEGORY	NO. VOLS. ADDED	NO. VOLS. WITHDRAWN	CUMULATIVE TOTAL VOLS.
Jr. College Lib. Classified BOOKS	1,054	721	31,007
Technical Library Classified BOOKS	120	0	2,185
Technical Library Unclassified BOOKS	25	135	1,078
TOTAL BOOKS	1,199	856	34,270
Jr. College Lib. AUDIOVISUALS	109	0	1,880
Technical Library AUDIOVISUALS	224	0	2,185
TOTAL AUDIOVISUALS	333	0	4,065
Jr. College Lib. PERIODICAL SUBSCRIPTIONS			306
Technical Library PERIODICAL SUBSCRIPTIONS			59
TOTAL PERIODICAL SUBSCRIPTIONS			365

Jr. College Lib. Periodical Subscriptions on Microfilm = 140
Jr. College Reels of Microfilm = 2730

* COMPARATIVE HOLDINGS STATISTICS

Increase in Book Holdings	1979/80--1989/90	165%
	1984/85--1989/90	12%
	1988/89--1989/90	1%
Increase in AV Holdings	1979/80--1989/90	330%
	1984/85--1989/90	22%
	1988/89--1989/90	8%
Increase in Period. Subs.	1979/80--1989/90	50%
	1984/85--1989/90	5%
	1988/89--1989/90	1%

*NOTE: The rapid growth during the first ten years is due to both accelerated acquisitions (and financial support) and the addition of pre-existing Technical Library holdings to the statistics.

TOTAL BOOK HOLDINGS, BOTH LIBRARIES, AS OF 9/30/90

Subject Field	9/30/90	Total Collection
Reference	5,480	15%
General Works (A,Z)	235	1%
Anthropology, History (C-G)	5,377	15%
Education (L)	1,062	3%
Fine Arts (M,N)	1,475	4%
Language, Literature (P)	7,335	21%
Military Science (U-V)	157	1%
Philosophy, Religion (B)	1,556	4%
Political Science, Law	1,174	3%
Science, Medicine (Q-S)	4,394	12%
Technology (T)	849	2%
Social Sciences (H)	4,098	11%
Unclassified (Tech. Shops)	1,078	3%
TOTAL	34,270	

BUDGET AND INCOME

The 1989-90 budget originally totaled \$ 193,869.39 (excluding salaries) and would have been sufficient to meet the needs of the library for the year. However, because of college-wide budgetary problems, the college administration withdrew funds in the spring and summer quarters of 1990. A balance of \$ 53,679.19, originally allocated for library use, remained at the end of the fiscal year on September 30, 1990. Total library expenditures for 1989-90 were \$ 140,190.20. See the September 1990 Monthly Report for a final accounting of library expenditures for 1989-1990.

Income was generated by the Library (on both campuses) through the following categories for 1989-1990:

Jr. College Library--Payment for Lost Books	\$ 604.79
Jr. College Library--Overdue Fines	395.60
Jr. College Library--Copier Receipts	8,018.77
Tech. Library--Payment for Lost Books	0.00
Tech. Library--Overdue Fines	7.40
Tech. Library--Copier Receipts	459.26
Patron Cards	15.00

TOTAL LIBRARY INCOME FOR 1989-1990	\$9,500.82

In addition to these receipts, sale of approximately 1,000 Library Guides generated approximately \$3,000.00 for the college.

CIRCULATION

Certain changes in circulation policies were implemented Fall Quarter 1990. First, students are required to show a current Shelton State I.D. upon checking out materials. Overdue fines are charged at the rate of 10 cents per day per item and fifty cents per hour for reserve materials per item. Reserve circulation was changed to an hourly system (with the minimum circulation period being one hour). Total circulation statistics for both print and non-print materials for 1989-90 are as follows:

Junior College Library	11,261 items
Technical Library	1,694 items
TOTAL, BOTH LIBRARIES	12,955 items

This total represents a decrease of ten percent in Junior College Library circulation and an increase of 70 percent in Technical Library circulation. Overall, there was a decrease in circulation of 4%. While these decreases raise some concern, the circulation rate for the Junior College Library has consistently remained near the 12,000 mark since 1984/85. The changes in circulation policies undoubtedly affected the circulation rate at the Junior College Library. Monthly circulation for both libraries averages 1070.

Based on the Fall Quarter 1990 statistics of 3444 FTE (both campuses), per capita book circulation for 1989-90 was 3.76. Circulation statistics, however, reflect use by faculty, staff, and members of the community. The turnover rate

(Total # volumes / Total circulation) was 2.64, indicating that books were used an average of 2.64 times each during 1989-90.

LIBRARY SERVICES

The art exhibition schedule was continued during 1989-90, featuring 8 exhibits. An exhibition schedule is on file in the Director's office.

Saturday hours were extended at the Junior College Library from September 1989 through May 1990, at which time funding was eliminated. Informal headcounts for that time period indicate that over 250 students used the Library on Saturday mornings (9:00 a.m. until 1:00 p.m.), with an average of 12 students each Saturday (and a range of 5 to 26 students during the year). However 22% of the students who participated in the annual library survey indicated that they had used the Junior College Library on Saturdays.

A library newsletter, entitled Biblio News, was distributed for the second year, providing information about library changes, news, book and video reviews (by faculty), policy statements, suggested reading lists, and other information. The purpose of this newsletter is to keep the faculty informed of activities in the Library and to foster a communal interest in library matters.

Periodical subscriptions were reviewed by the Director of Library Services and faculty members. 34 titles were deleted, while 30 new titles were added. This effort is part of the continuing 2-year collection development cycle for current periodicals review.

Evening library hours were added on Wednesday and Thursday nights (until 7:00 p.m.) at the Technical Library (based on the Spring Quarter Needs Assessment).

The library instruction program continued to be a strong emphasis for 1989-90. The library skills instructors met regularly to discuss problems as well as to review new reference materials useful to English students. As part of her professional development plan for 1989-90, the Director observed each of the other library skills instructors during the Spring Quarter 1990. She found that, overall, content was consistent between instructors and that each one made a real effort to offer an upbeat, positive presentation in each class. The Library Guide was revised for Fall Quarter 1990 (as mentioned on page 1). Statistics for library instruction are given below.

No. ENG 092/093 classes involved	22
No. ENG 101 classes involved	58
No. Eng 102 classes involved	43
No. Other classes in which library skills sessions were offered (Eng.Lit., Am. Lit., Speech, ADN, LPN, Business)	12 ----
TOTAL NUMBER OF CLASSES INVOLVED	125

Approximate number of students taught in classroom library instruction for 1989-90 = 2200

ADMINISTRATIVE ACTIVITIES

The position of AV Technician was eliminated, but the position of AV/Periodicals Clerk was added to the Library support staff in December 1989. After more than ten years, the part-time position of Library Clerk was eliminated at the end of Spring Quarter 1990. Problems in keeping the library staffed adequately increased during 1989-90, with continuing difficulties in acquiring and retaining student assistants. These problems have been discussed at length with appropriate college personnel, but no improvements have occurred.

In keeping with college-wide administrative changes, the Library Committee was re-established as the Learning Resources Subcommittee, a unit of the Committee on Curriculum, Instruction, and Learning Resources. Other college-wide administrative changes are included in the Faculty Handbook.

Formal support for enforcing the levying of overdue fines was given by the college administration, effective Fall Quarter 1990. Students with outstanding library debts can no longer register, receive grades, receive financial aid, or complete graduation applications unless the debt is cleared by the Director of Library Services. The purpose of the fine system, suggested by students, is to encourage timely return of borrowed items. Amnesty days were held four times during 1989-90 to allow for "forgiveness" of library fines. Debts due to lost or damaged books, however, are not included in amnesty.

EVALUATION

The annual library evaluation survey was conducted during Spring Quarter 1990. 100 students participated, as did 33 faculty (although all full-time faculty were given surveys). Classes of students were selected from each time slot and from each campus; in addition, any student was free to complete a survey in the Library upon request.

The 33 faculty who responded generally gave the Library high ratings in all areas. The majority of ratings was above average in every case. In 12 out of 19 questions, the majority of faculty respondents gave the highest rating of "5."

The students also tended to give high ratings to each question. In only one instance was there a significant percentage of responses in the below average ratings (Question 17 regarding heating/cooling in the Library). Students were also asked the following questions (responses are indicated below):

- | | |
|---|-----------------|
| 1. Do you use the vertical file? | 44% YES, 46% NO |
| 2. Do you use the Skyland Campus Library? | 74% YES, 21% NO |
| 3. Do you use the 15th. Street Library? | 23% YES, 69% NO |
| 4. Do you need transportation to use either the 15th. Street or Skyland Campus? | 8% YES, 83% NO |
| 5. Have you used the Skyland Campus Library on Saturdays? | 22% YES, 70% NO |

No real problems were indicated in the written complaints by faculty or students, with noise and cooling being mentioned most often as problems (especially at the Junior College Library). A complete report is on file.

GOALS FOR 1990-1991

1. To add approximately 2000-2500 volumes of books to the Library (within budgetary constraints), with book collection development in history at the Junior College Library and in nursing reference at the Technical Library;
2. To add audiovisual software in all areas with collection development in social sciences at the Junior College Library and in occupational related programs and math/computer science programs at the Technical Library;
3. To review, update, and revise the Library's long-range plan, master plan, and floorplan;
4. To examine new methods of teaching library skills and revise current teaching methods accordingly;
5. To have all librarians participate in professional development at the state level and to develop at least one local activity; to have at least one librarian participate in the annual conference for ALA or AECT;
6. To improve the issuance of overdue notices and to refine library debt clearance procedures;
7. To improve filing in the card catalogs, accuracy in shelving, and accuracy in filing circulation cards.

SHELTON STATE COMMUNITY COLLEGE
LIBRARY PROFILE
December 12, 1989

I. General Description

Shelton State offers library services on two campuses: the Junior College Library, which provides services and resources in support of the academic and transfer programs, is housed on the Skyland Campus; the Technical Library, which provides general reference resources and a very small collection of books and periodicals in support of vocational/technical programs, is housed on the Fifteenth Street Campus (approximately 3 miles from the Skyland Campus). In addition, many instructional resources (i.e., audiovisuals and books) are housed in the vocational/technical shops on the Fifteenth Street Campus.

II. Holdings Statistics (as of December 12, 1989)

Materials	Jr. College	Tech. College	Total	Anticipated Increase/Yr.
Books	30,696	3,278	33,974	+ 5%
Periodical Subs.	301	61	362	+1%
Audiovisuals	1,786	2,160	3,946	+ 10%

Holding Libraries (OCLC/SOLINET):

Jr. College--Dictionary Catalog (Public Catalog)
Jr. College--Reference Catalog
Jr. College--AV Catalog

Tech. College--Dictionary Catalog (Public Catalog)
Tech. College--Reference Catalog
Tech. College--AV Catalog

Additional collections:

Baker & Taylor Bestsellers Lease Collection: app. 150 titles
Paperback Collection: unclassified and uncataloged app. 300 titles
Vertical File Collection: app. 300 loose items in 75 subj. files

III. User Statistics (based on 1989/90 academic year)

Average student enrollment/Jr. College per quarter = 4043 FTE
Average student enrollment/Tech. college per quarter = @ 1000 FTE
Anticipated increase in student enrollment/both div. = + 5 % /yr.

No. Full-time college employees (fac., adm., staff) = 250
No. Part-time college employees (fac., staff) = 100
Anticipated increase in full-time employees = insignificant
Anticipated increase in part-time employees = insignificant

Community Patron use = est. 15/qtr.
Anticipated increase in Community Patron use = less than 10%

IV. Computer/Automated Systems Currently Used in the Library (December 1989)

Apple IIe: Quickfile (Periodicals Listing, Circulation Listing, B&T
Bestsellers Listing, AV Inventory)

Apple IIe: AV Catalog (AV Catalog, AV subject listings)

IBM/PC-M300: OCLC/SOLINET (9/86--), AMELIA, WILSONLINE

IBM/PC-M300: Lotus 123 (Library accounting)

Hayes Smartmodem 1200, Model 07-00038

NOTE: We will order the M386 workstation from SOLINET as soon as it
is available.

V. Retrospective Conversion Plans

Turnkey conversion of approximately 26,000 records from shelflist in
full MARC format (all other records are already in OCLC/SOLINET; EBSCO
will provide MARC tapes for the majority of periodical titles)

VI. Cataloging Policies

LC classification for books

No classification for periodicals (arranged alphabetically)

Local classification for audiovisuals (abbreviation for AV medium, such
as FS for filmstrip, plus accession number)

Adapted from the ALA "Freedom to Read" Statement:

1. It is in the public interest for libraries to make available the widest diversity of views and expressions, including those which are unorthodox and unpopular with segments of the population;
2. Librarians and other administrators of public library collections need not endorse every idea or presentation contained in the collections they make available; in fact, special care must be taken so that personal views do not conflict with public interest.
3. It is contrary to the public interest for libraries to determine the acceptability of a book or other item on the basis of the personal history or political affiliations of the author or producer.

From the "Library Bill of Rights" (and the SSCC Library policy book):

1. As a responsibility of library service, books and other library materials selected [are chosen] for values of interest, information, and enlightenment of all people of the [college] community. In no case [shall] library materials be excluded because of the race or nationality or the social, political, or religious views of the authors [or producers].
2. [The Library shall] provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials [shall] be proscribed or removed from [the college library] because of partisan or doctrinal disapproval.

From SSCC Library Policy Book (p. 14):

Shelton State Community College is concerned with the need and the right of its constituency to have both freedom of expression and its corollary, freedom to read, via library services and materials. Consequently, the Library endorses and subscribes to the American Library Association's official statements concerning intellectual freedom--the Library Bill of Rights (and its official interpretations by ALA), the Freedom to Read Statement, and the Policy on Confidentiality of Library Records. The Library also subscribes to the Educational Film Library Association's Freedom to View statement concerning audiovisual materials. These documents are presented in Appendix F.

Inquiries or complaints (from students, faculty, staff, or members of the community) concerning library holdings must be filed in writing and the complainant must be properly identified before a request for reconsideration will be considered. All action will be deferred until full consideration by the Library Reviewing Committee.

The initial review of the inquiry or complaint is made by the Director of Library Services; if the result of that review is not satisfactory to the complainant, the inquiry is passed on to the Library Reviewing Committee, which consists of the Library Committee (at the division involved), the Library Faculty, and the Dean, Junior College Division. A form will be provided for complaints or inquiries (see Appendix G).

The Library will act in accordance with ALA recommendations and will seek support of other professional organizations in defense of First Amendment rights when issues or censorship are involved.

THE COLLEGE LIBRARY

Shelton State's library offers a variety of print and non-print resources and services. These include research and reference collections, current as well as retrospective files of periodicals and local newspapers, audiovisual services for class and individual use, and a program of library instruction.

Shelton State maintains two libraries which serve all students of the college, regardless of the program in which they are enrolled. The Junior College Library, located on the Skyland Boulevard Campus, houses resources that are predominately academic. The Technical Library, located on the Fifteenth Street Campus, houses resources that are predominately technical. Basic reference sources are provided on each campus. Hours are posted at each location.

Students who have overdue materials or who fail to return materials should be aware of the following:

1. Overdue fines are charged at a rate of ten cents per day for all materials. Overdue fines for reserve items are charged at a rate of fifty cents per hour.
2. Unpaid fines and unreturned items are considered to be debts to the college and must be cleared before a student may register for classes, receive grades or transcripts, graduate, or receive financial aid.

To enhance its services to students, the library has entered cooperative agreements with local and state library systems. Students may use Stillman College Library, V.A. Hospital Library, Bryce Hospital Library, and the University of Alabama Libraries upon presentation of current Shelton State I.D. cards.

LIBRARY STAFF

Deborah J. Grimes, Director of Library Services
Don C. Bell, Librarian
Susan G. Cochrane, Librarian

Muriel Campbell, Technical Services Coordinator
Deborah Bonner, Acquisitions Secretary
Sue Skelton, Circulation Clerk
Donna Ussery, AV Coordinator
Lori Carver, Library ^{Services Coord.} Secretary (Technical Library)
Jean Mack, AV/Periodicals Clerk (Technical Library)

GENERAL INFORMATION

Shelton State maintains the Junior College Library, located on the Skyland Campus, and the Technical Library, located on the Fifteenth Street Campus. The Junior College Library contains over 30,000 books and carries over 300 current periodical subscriptions; its holdings are primarily academic in tone and are provided in support of academic courses and programs. The Technical library house over 2,000 books and carries approximately 30 current periodical subscriptions; its holdings are primarily vocational/technical in nature and are provided to support vocational/technical programs and courses. On the Skyland Campus, all books, periodicals, and audiovisual materials are housed in the Junior College Library. On the Fifteenth Street Campus, many materials are housed in the shops or departments where instruction occurs. Card catalogs are provided on each campus. Library hours are posted on each campus.

CIRCULATION PRIVILEGES

Students and faculty may use either campus library. Books can be checked out for three weeks; periodicals (which are not the current issue, bound, or on microfilm) can be checked out for one week. Overdue fines are charged against students who fail to return borrowed materials (books at 10 cents per day and reserve materials at 50 cents per hour).

AUDIOVISUAL SERVICES

All library materials, print and non-print, are listed in the card catalog. AV cards are marked by blue bands and the word "AUDIOVISUAL" printed across the top. In addition, an annotated subject catalog is available in the AV Office on the Skyland Campus and in the Library on the Fifteenth Street Campus. If you would like a printout of holdings in your subject area, please ask the AV Coordinator on the Skyland Campus.

Use of audiovisual materials must be scheduled through the AV Office on the Skyland Campus and through the Library on the Fifteenth Street Campus at least 3 days in advance. AV personnel can help you set up equipment but are not available to accompany you to the classroom. Instructors are responsible for returning all borrowed equipment and resources to the appropriate office. There is sometimes an AV room available for class use on occasions when you have a number of items to view; check with AV personnel.

PLEASE BE ON TIME FOR ALL SCHEDULED PROGRAMS; YOU MAY LOSE EQUIPMENT OR RESOURCES IF YOU ARE NOT BECAUSE OF OTHER DEMANDS.

Library AV materials may not be removed from the campus without approval of Library Faculty. NO materials or equipment may be used for profit-making ventures. All damages that occur when AV materials or equipment are off-campus must be repaired at the expense of the borrower.

The Library has certain equipment for use in production of AV materials --slides, cassette tapes, videocassettes, and sound-slide synchronization. Please contact the Library Faculty if you would like to create your own materials. All materials produced with college funds remain the property of the college.

Off-the-air taping is permitted only within the strict guidelines of the provisions of U.S. copyright laws. See the AV Coordinator in the Junior College Library if you have questions about videotaping certain program off-the-air.

There are many films available at low or no cost to the college. If you would like to rent a particular film, please fill out a request form in the AV Office on the Skyland Campus or Library on the Fifteenth Street Campus. You will be notified of confirmation dates and times so that your use may be scheduled appropriately. The library is not responsible for mailing or making payments on films rented without prior library approval.

ORDERING NEW MATERIALS

The Library Faculty will appreciate your suggestions and assistance in selecting materials for the Library. Book request forms are available in library offices or you can provide a listing of titles and other pertinent information for books you'd like to have ordered. Please feel free to point out to Library Faculty any subject area that should be strengthened.

Periodical requests, both for new titles and additional backfiles, should be directed to the Library Faculty. The Library holds loose, bound, and microfilm back issues.

By Library policy, no audiovisual program is purchased unless it has been previewed by library and teaching faculty. You may preview programs with or without your class at your convenience. See AV personnel if you have preview requests.

PLEASE REMEMBER THAT ORDERING NEW MATERIALS TAKES A LONG TIME--ESPECIALLY FOR BOOKS. Be sure to let the Library Faculty know if there is a "rush order" to be placed well in advance. The Library does not order computer software.

RESERVE CIRCULATION

At your request, materials (including audiovisuals, geological specimen, etc.) will be placed on limited circulation for student use. If you wish to place items on reserve, complete a reserve form (available at the circulation desk) and provide the details concerning circulation period (in hours) and class. Your students may ask for these items by your name at the desk. All items are automatically removed at the end of the quarter unless notified in writing.

LIBRARY INSTRUCTION

A formal program of Library Instruction is incorporated into all ENG 092, 101, and 102 classes. The program, varying in degrees, consists of lectures and hands-on exercises given and graded by Library Skills Instructors. These sessions should be scheduled through the AV Office at the Junior College Library, regardless of campus on which class is offered. Handouts, bibliographies, exercises, and/or lectures are also provided upon request in any class offered at Shelton State. These, too, should be scheduled through the AV Office WELL IN ADVANCE.

COPY MACHINE USE

Unfortunately, there is no copier in the Library available for part-time faculty use. All copies for instructional purposes must be made elsewhere. Please do not send students to make copies for your use in the Library, because students are charged for all copies.

GIFTS

The Library welcomes gifts of books, periodicals, and other materials which are offered unconditionally. If you'd like to make a donation, notify one of the Library Faculty. The Library does not make evaluations for income tax purposes but will provide a voucher for items received.

OPINION SURVEYS

Brief questionnaires are submitted each spring to students and faculty as part of the Library's program of evaluation. Don't wait for the survey to express your concerns or opinions. Please let Library Faculty know when you encounter problems in the Library.

LIBRARY SERVICES AT OFF-CAMPUS SITES

Please contact the Director of Library Services if you have questions about library services or library instruction at off-campus sites.

LIBRARY STAFF

Director of Library Services
Librarian
Librarian

Deborah Grimes
Don Bell
Sully Cochrane

Technical Services Coordinator
AV Coordinator
Library Secretary
Acquisitions Secretary
Library Services Coordinator (Fifteenth Street)
AV/Periodicals Clerk (Fifteenth Street)

Muriel Campbell
Donna Ussery
Sue Skelton
Deborah Bonner
Lori Carver
Jean Mack

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Shelton State Community College
LIBRARY--MONTHLY REPORT

Month of SEPTEMBER 1990

ACCT.#	ACCOUNT NAME	AMT. BUDGETED	AMT. ENCUMB.	BALANCE
J601	TRAVEL	\$2,550.00	\$944.14	\$1,605.86
J606	MAINTENANCE & REPAIRS	\$3,000.00	\$980.53	\$2,019.47
J613	EQUIP/FILM RENTAL	\$8,357.00	\$286.00	\$8,071.00
J618	MEMBERSHIPS	\$735.00	\$171.72	\$563.28
J619	BOOK BINDING	\$800.00	\$320.50	\$479.50
J620	PERIODICALS	\$33,000.00	\$26,642.09	\$6,357.91
J639	CONTRACTS	\$8,740.00	\$14,611.70	(\$5,871.70)
J641	MATERIALS & SUPPLIES	\$9,400.00	\$6,684.24	\$2,715.76
J701	BOOKS	\$33,609.39	\$36,290.34	(\$2,680.95)
J701R	RESTRICTED BOOKS	\$10,000.00	\$8,421.90	\$1,578.10
J702	AUDIO VISUALS	\$9,500.00	\$2,813.53	\$6,686.47
J702R	AUDIO VISUALS	\$4,608.00	\$4,639.21	(\$31.21)
J710	FURNITURE & EQUIPMENT	\$19,500.00	\$14,089.11	\$5,410.89
T601	TRAVEL	\$1,200.00	\$0.00	\$1,200.00
T606	MAINTENANCE & REPAIRS	\$750.00	\$215.52	\$534.48
T613	EQUIP/FILM RENTAL	\$300.00	\$160.90	\$139.10
T619	BINDING	\$400.00	\$0.00	\$400.00
T620	PERIODICALS	\$3,500.00	\$2,584.62	\$915.38
T641	MATERIALS & SUPPLIES	\$4,940.00	\$2,591.55	\$2,348.45
T701	BOOKS	\$7,300.00	\$7,255.17	\$44.83
T701R	BOOKS/RESTRICTED	\$1,000.00	\$958.11	\$41.89
T702	AUDIO VISUALS	\$10,500.00	\$3,504.25	\$6,995.75
T702R	AUDIO VISUALS	\$1,000.00	\$985.80	\$14.20
T710	FURNITURE & EQUIPMENT	\$15,500.00	\$2,093.40	\$13,406.60
T710R	FURNITURE & EQUIPMENT	\$3,680.00	\$2,945.87	\$734.13
		\$193,869.39	\$140,190.20	\$53,679.19

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CIRCULATION SUMMARY

JC/No. Periodicals Circulated	<u>11</u>	TC/No. Periodicals Circulated	<u>18</u>
JC/No. Books Circulated	<u>488</u>	TC/No. Books Circulated	<u>55</u>
JC/No. AV Software Circulated	<u>209</u>	TC/No. AV Software Circulated	<u>4</u>
JC/No. RECI & Paperback Circ.	<u>14</u>	TC/ Equipment Circulated	<u>121</u>
JC/No. UP & VF Circulated	<u>3</u>	TC/ Loans to Junior College	<u>1</u>
JC/No. Best Sellers Circ.	<u>53</u>	TC/TOTAL CIRCULATION	<u>199</u>
JC/ Loans to Tech. Div.	<u>0</u>		
JC/TOTAL CIRCULATION	<u>778</u>		

MICROFILM SUMMARY

JC/Total Microfilm Titles	<u>140</u>	JC/TOTAL microfilm Reels	<u>2,730</u>
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HOLDINGS SUMMARY

	Cumulative No. Added This Year	Cumulative No. Withdrawn/ Lost This Year	Cumulative Total
JC/Classified Books	<u>1,054</u>	<u>721</u>	<u>31,007</u>
TC/Classified Books	<u>120</u>	<u>0</u>	<u>2,185</u>
TC/Unclassified Books	<u>25</u>	<u>135</u>	<u>1,078</u>
TOTAL	<u>1,199</u>	<u>856</u>	<u>34,270</u>
JC/Audiovisuals	<u>109</u>	<u>0</u>	<u>1,880</u>
TC/Audiovisuals	<u>224</u>	<u>0</u>	<u>2,185</u>
TOTAL	<u>333</u>	<u>0</u>	<u>4,065</u>

JC/Total Periodical Subs. 306

TC/Total Periodical Subs. 59

COPY MACHINE RECEIPTS

	Amount Received this Month	Cumulative Amount Received
Junior College Library	<u>\$ 456.40</u>	<u>\$ 8,018.77</u>
Tech. Division Library	<u>66.00</u>	<u>459.26</u>
TOTAL	<u>\$ 522.40</u>	<u>\$ 8,478.03</u>

Other monies collected:

Sept./Lost books/Jr. College	\$ 195.40	Cumulative Total	\$ 604.79
Sept./ Overdue fines/Jr. Col.	\$ 95.50	Cumulative Total	\$ 395.60
Sept./Patron cards /Jr. Col.	\$ 15.00	Cumulative Total	\$ 15.00
Sept./ Overdue fines/Tech.	\$ 7.40	Cumulative Total	\$ 7.40

TOTAL
\$ 9500.82

CLASSIFICATION CIRCULATING	NO. PROCESSED THIS MO. TITLES / VOLUMES	NO. WITHDRAWN THIS MO. TITLES / VOLUMES	CUMULATIVE TITLES / VOLUMES	TOTAL TITLES / VOLUMES	NO. CIRCULATED THIS MO VOLUMES
A			43	44	0
B			1,457	1,524	38
C			185	208	5
D			1,745	1,802	55
E			1,930	2,017	29
F			677	705	0
G			616	635	7
H			3,896	3,977	69
J			699	722	5
K			429	435	7
L			935	1,040	2
M		1	496	525	6
N		1	934	947	42
P			6,905	7,293	97
Q			1,907	1,944	35
R		1	1,275	1,312	64
S			97	99	5
T			709	714	15
U			120	124	1
V			24	24	0
Z			186	191	6
TOTAL CIRCULATING	0	0	25,265	26,282	488

CLASSIFICATION REFERENCE	NO. PROCESSED THIS MO. TITLES / VOLUMES	NO. WITHDRAWN THIS MO. TITLES / VOLUMES	CUMULATIVE TITLES / VOLUMES	TOTAL TITLES / VOLUMES	NO. CIRCULATED THIS MO VOLUMES
A		1	41	265	
B			96	130	
C			46	120	
D			73	179	
E			85	232	
F			37	41	
G			84	88	
H	1	1	204	318	
J		3	52	115	
K		2	46	576	
L		1	66	122	
M			52	80	
N			94	125	
P	2	26	324	781	
Q			214	287	
R			266	306	
S			12	25	
T			94	102	
U			11	12	
V			1	1	
Z	15	37	413	820	
TOTAL REFERENCE	18	71	2,311	4,725	

CUMULATIVE TOTALS
CIRCULATING + REFERENCE

18	71	2	2	27,576	31,007	0
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[illegible]

MEDIUM	NO. PROCESSED THIS MONTH	NO. MISSING/WITHDRAWN THIS MONTH	CUMULATIVE TOTAL	NO. CIRCULATED
ART (objects)			1	0
AP (art prints)			1	0
AT (audio tape)			345	0
FS (silent filmstrip)			28	0
FSS (filmstrip w/sound)			544	43
GA (game)			2	0
KT (kit)			23	0
MA (map)			19	0
MP (motion picture)			141	20
PR (phono record)			255	0
S (slides)			27	7
SS (sound slides)			101	13
TR (transparencies)			7	0
VC (video cassettes)			385	124
R (realia)			1	0
BORROWED SOFTWARE			---	2
TOTAL	<u>0</u>	<u>0</u>	<u>1,880</u>	<u>209</u>

MEDIA PRODUCTION

Video	6	Audio	0	Other	0
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Viewing rooms used for a class	<u>29</u>	Video programs recorded off the air	<u>1</u>
Faculty/Community Use	<u>7</u>	Technical College Use	<u>0</u>
Individual students assisted/Instructional	<u>14</u>	Classroom Instructional	<u>179</u>

FIFTEENTH STREET CAMPUS-Library

MONTH - September, 1990

CLASSIFIED HOLDINGS

CLASS.	PROCESSED	NO.	MS/WD	CUM TOTAL	NO.	CIRC.	TTL.	CIRC.
A	0	0		0✓	0			
B	0	0		32✓	1			
C	0	0		0✓	0			
D	0	0		2✓	0			
E	0	0		3✓	0			
F	0	0		3✓	1			
G	0	0		2✓	2			
H	0	0		121✓	9			
J	0	0		2✓	4			
K	0	0		15✓	0			
L	0	0		22✓	0			
M	0	0		1✓	0			
N	0	0		2✓	0			
P	0	0		42✓	0			
Q	0	0		105✓	0			
R	0	0		934✓	19			
S	0	0		0✓	0			
T	0	0		135✓	7			
U	0	0		9✓	0			
V	0	0		0✓	0			
Z	0	0		0✓	0			
REF.	0	0		755✓	4			
PAP.					8			
TOTAL	0	0		2185	55			

VERTICAL FILE MATERIAL *****	8		
PERIODICALS *****	19	10	73

UNCLASSIFIED HOLDINGS

SHOP/DEPARTMENT	PROCESSED	NO.	MS/WD	CUM TOTAL	NO.	PERIODICALS
Air Cond/Ref.	0	0		55	2	
Auto Mech.	0	0		295	1	
Bus. Ofc. Ed.	0	0		8	2	
Cabinet-Making	0	0		16	1	
Comm. Skills	0	0		154	7	
Cosmetology	0	0		37	6	
Data Processing	0	0		51	4	
Diesel Mech.	0	0		62	2	
Electronics	0	0		22	5	
Ind. Elec.	0	0		86	1	
LPN	0	0		37	0	
Machine Shop	0	0		8	1	
Mech. Drafting	0	0		81	1	
NC	0	0		15	0	
Reading/ABE	0	0		7	0	
Related Mth./Phy.	0	0		18	0	
Small Engines	0	0		20	0	
Welding	0	0		29	2	
Dean Kynard	0	0		77	3	
Bill Langston	0	0		0	0	
Dr. Umphrey	0	0		0	2	
TOTAL	0	0		1078	40	
TOTAL HOLDINGS	0	0		3263	59	

AUDIOVISUAL HOLDINGS

MEDIUM	PROCESSED NO.	MS/WD	CUM TOTAL	NO. CIRC.
AP	0	0	24	0
AT	0	0	35	0
FL	0	0	0	0
FS	0	0	34	0
FSS	0	0	838	2
GA	0	0	4	0
KT	0	0	15	0
MA	0	0	1	0
MP	0	0	36	0
PR	0	0	0	0
S	0	0	35	0
SS	0	0	126	0
TR	0	0	795	0
VC	0	0	220	2
R	0	0	0	0
CA	0	0	0	0
MSS	0	0	22	0
TOTAL	0	0	2185	4

[illegible]

EQUIPMENT USAGE (From Library)

TYPE	NO. TIMES BORROWED THIS MONTH
Autovances	2
Carousel Projectors	0
Carts	27
Cassette Recorders	2
Filmstrip Projectors	0
Overhead Projectors	1
Record Players	20
Screens	0
Projectors*16mm	2
TV's	27
Video Cameras	2
Video Cassette Players	6
Video Cassette Recorders	12
Other- Lecturn Reels	16
Tripod Headset	4
TOTAL	121

[illegible]

OTHER INFORMATION

NO. Duplication requests-	14
Fifteenth Street Loans to Skyland Campus-	1
AV Room Use-0	AV Room Use (Library Personnel assist.)-6
Classroom AV (with Library Personnel Assistance)-	5
Community Use- (equipment counted above)	
Copy Machine Receipts for the month/TC-\$66.00 + \$7.40 overdue fees	